



DELAWARE JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS

**Non-Merit Position**  
(This position is exempt from the State of Delaware Merit Rules)

**Posting #AOC0909N20**

**Website Support Specialist (Casual/Seasonal)**

**Opening Date:** September 23, 2020      **Closing Date:** October 7, 2020  
**Salary:** \$30-\$35 per hour  
**Recruiting For:** Administrative Office of the Courts, Judicial Information Center  
**Location:** New Castle County (Please check this location on your application)

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\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**Summary Statement:** The Judicial Information Center (JIC) is the technology division that supports the Delaware Judicial Branch as part of the Administrative Office of the Courts. JIC is seeking an Web Support Specialist for their office location in New Castle County. This is a Casual/Seasonal position not to exceed 29.5 hours per week. This position helps to support updates to the Courts.delaware.gov and other Court related websites. Duties of this position include:

- Assist web developers with generating and revising web page content
- Create analytics reports
- Respond to web feedback
- Optimize documents and images
- Create web forms
- Test web pages across browsers and devices to check layout, ensure all pages load properly, accessibility standards are being met, and links are working
- Fix links that don't work and pictures that aren't appearing properly
- Update web database content
- Work with Courts to decide how their site content will best be delivered to the Internet/Intranet
- Contribute to discussions to improve functionality and usability of the web

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Strong working knowledge of HTML5, CSS and Bootstrap 3 and 4
2. Skilled in Microsoft Visual Studio
3. Familiarity with Adobe products including Acrobat Writer, Dreamweaver, and Photoshop
4. Excellent verbal and written communication skills
5. Detail-oriented with good writing skills
6. Dependable, motivated, and flexible
7. Follow the practices of testing and deployment (development, testing, acceptance and production).
8. Knowledge of JavaScript is desirable.
9. Familiarity with Visual Basic .NET is desirable.
10. Understanding of Microsoft Internet Information Services (IIS) is desirable

**Conditions of Employment:**

- Direct deposit of paychecks is required as a condition of employment.
- All new hires and transfers into information technology (IT) positions require a satisfactory criminal background check as a condition of hire. Additionally, the Delaware Information Security Policy (DISP) requires Data Stewards to be “a State employee with a cleared background check” and that “personnel have undergone a prescribed screening process/background check and completed appropriate non-disclosure agreements as relevant to their position and level of access.” This includes contractors, vendors, and auditors who have access to non-public data.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.aoc@delaware.gov](mailto:apps.aoc@delaware.gov) (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:  
 Administrative Office of the Courts  
 The Renaissance Centre  
 405 N. King Street, Suite 507  
 Wilmington, DE 19801-3700

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.

- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary**  
**An Equal Opportunity and Affirmative Action Employer**